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June 9, 1950

TO: Mr. Frank Wisner

FROM: Edward W. Barrett, Director  
Interdepartmental Foreign Information  
Organization

Subject: Terms of Reference, Interdepartmental  
Foreign Information Organization

Forwarded herewith for your information and  
guidance is copy of approved Terms of Reference for  
The Interdepartmental Foreign Information Organiza-  
tion, conforming to NSC 59/1.

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State, JCS declassification & release instructions on file.

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## SECRET (When Filled In)

AREA OR COUNTRY(S)	ORGANIZATION(S)	GENERAL FUNCTION(S)	SPECIFIC FUNCTION(S)	DOC DATE CLASS
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HQ	ECA	CA	NSC 59/1	9 June
	OPC NSC	DDP	Coordination	1950
	IFIO* DOD		PsyWar	
	State JCS		War Plans	
	NSRB IFIS			

## IDENTIFICATION OF DOCUMENT

Memo from Edward W. Barrett, Director, Interdepartmental

Foreign Information Organization to Frank Wisner. Subj: Terms of Reference, IFIO.

## ABSTRACT NOTATION REFERENCES

Forwards approved Terms of Reference. Explains requirements under NSC 59/1. Responsibilities include following: planning, coordination, emergency and War Planning.

## DOCUMENT LOCATION

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TERMS OF REFERENCE FOR  
INTERDEPARTMENTAL FOREIGN INFORMATION ORGANIZATION

1. In accordance with the provisions of NSC 59/1, there has been established within the Department of State an organization, hereby designated the Interdepartmental Foreign Information Organization (IFIO), consisting of:
  - a. A Director appointed by the Secretary of State after consultation with other departments and agencies represented on the National Security Council;
  - b. Policy Consultants representing the Secretary of State, the Secretary of Defense, and the Chairman of the National Security Resources Board;
  - c. A Consultant representing the Director of Central Intelligence, for matters relating to coordination with planning under the NSC 10 series;
  - d. A Consultant representing the Joint Chiefs of Staff on NSC 59 and NSC 10/2 matters;
  - e. A staff, previously designated the Interdepartmental Foreign Information Staff (IFIS), composed of full-time personnel representing the Department of State, Department of Defense, and the Central Intelligence Agency;

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f. A liaison representative to the Staff from the National Security Resources Board and such liaison representation or staff membership from other departments and agencies of the government as may be determined by the Director after consultation with the Consultants.

2. Under the provisions of paragraph 3, NSC 59/1, IFIO is to:

"a. Initiate and develop interdepartmental plans, make recommendations, and otherwise advise and assist the Secretary of State in discharging his responsibilities for the national foreign information program in time of peace.

"b. Make plans for overt psychological warfare, including recommendations for preparations for national emergency and the initial stages of war. Such plans shall be continuously coordinated with joint war plans through the planning agencies of the Department of Defense and where such plans have a direct impact on war plans, they shall be subject to the concurrence of the Joint Chiefs of Staff."

3. In assisting the Secretary of State to discharge his responsibilities for the national foreign information program in time of peace, IFIO, through its staff agency IFIS, acting on its own initiative or on request of the Director, shall perform the following functions:

a. Planning. - Prepare interdepartmental plans and make recommendations for the national foreign information program, to include:

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- (1) Strategic considerations significant in the framing of national foreign information policy objectives;
- (2) Factors potentially significant in a transition from a national foreign information program in time of peace to psychological warfare in time of war;
- (3) Interdepartmental implications of foreign information plans, policies, and programs;
- (4) The most effective utilization of foreign information activities and facilities.

b. Coordination. - Prepare reports on and make recommendations for:

- (1) The interdepartmental coordination of foreign information activities, including those of ECA and NAT/MDAP;
- (2) The coordination of foreign information guidances, including the provision of correlated interdepartmental comments.

4. In planning for overt psychological warfare and making recommendations for preparations for national emergency and the initial stages of war, IFIO, through its staff agency IFIS, shall perform the following functions:

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a. National Emergency and the Initial Stages of War. -

As a matter of priority, prepare a national overt psychological warfare plan and make recommendations for preparations for a period of national emergency and the initial stages of war, to include:

- (1) National psychological warfare policy objectives in support of U.S. national aims;
- (2) Organizational structure for national overt psychological warfare, including provision for allocation of responsibilities for policy formulation, direction, and execution;
- (3) Definition of terms;
- (4) Coordination with domestic information and censorship;
- (5) Coordination with covert psychological warfare;
- (6) Personnel and training requirements;
- (7) Intelligence requirements;
- (8) Logistics requirements;
- (9) Requirements for research and development;
- (10) General administrative procedures, including:
  - (a) Channels of communication;
  - (b) Channels for the transmission of directives and guidances;
  - (c) Reports and evaluation;

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(11) Budgetary, legal, and legislative matters;

(12) Liaison.

b. Subsequent Stages of War. - Prepare plans for national overt psychological warfare in time of war beyond the initial arrangements contemplated in paragraph 4 a. above, to include the same considerations listed therein.

(1) Since the declaration of a period of national emergency and D-day may or may not coincide, appropriate assumptions will govern the number and types of plans required for overt psychological warfare in time of national emergency, the initial stages of war, and the subsequent stages of war.

(2) In any case, plans prepared for time of national emergency and the initial stages of war should provide as sound a basis as possible to meet the continuing needs of a wartime situation.

5. Under the provisions of NSC 59/1, the ordinary peacetime arrangements for handling the national foreign information program and national psychological warfare policy will continue in the event of a national emergency and the initial stages of war until decisions are made providing for the conduct of wartime information and psychological warfare activities.

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6. In order to determine the foreign information facilities and techniques, including research and intelligence facilities, available and most useful in time of peace for the national foreign information program and planning for overt psychological warfare, and best suited for use in time of national emergency or war, IFIS shall on a continuing basis perform the following functions:

a. Basic Planning Data. - Develop a central depository of information, to include:

- (1) A comprehensive inventory of the foreign information facilities and techniques of all departments and agencies of the Government;
- (2) A comprehensive inventory and file of research and intelligence projects, documents, and sources.

b. Evaluation. - Establish criteria for the interdepartmental evaluation of the essential elements of a national foreign information program in time of peace and overt psychological warfare in time of national emergency or war.

c. Surveys. - Make periodic surveys of existing foreign information activities in the United States and overseas. Because of the extent of overseas operations, field surveys abroad will normally be limited to those areas where information programs involve interdepartmental considerations or where interdepartmental coordination presents special problems.

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7. The following procedures shall govern the internal organization and administration of IFIO:

a. Administrative Services. - The Department of State will provide the necessary space, secretarial staff and such other administrative services as may be required for IFIO, in accordance with the provisions of paragraph 6, NSC 59/1.

b. Security. - Those portions of departments and agencies participating in planning for overt psychological warfare will comply with the appropriate "Procedures for the Handling and Transmission of Classified Information in all Departments and Agencies of the Executive Branch," as approved by the Departments of State and Defense. The security regulations of the Department of State shall govern the internal administration of IFIO.

c. Chairman, IFIS. - The Director will designate the senior Department of State member on IFIS as its Chairman, to act also as the Executive Secretary, IFIO.

d. Vice Chairman, IFIS. - The Director will designate a Department of State member of IFIS as its Vice Chairman, to act also as Executive Secretary, IFIS.

e. Conferences. - Agenda and minutes for the internal use of IFIO shall be provided for all IFIO conferences, including IFIS conferences, conferences of the Director and Consultants, and Conferences of the Director, Consultants, and IFIS. Agenda and minutes for conferences or meetings of working groups, ad hoc groups, and similar bodies shall be maintained as necessary and desirable.

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f. Organization for Planning. - IFIS shall determine its own procedures for the assignment of staff projects. Assignment of basic responsibility may be made to individuals or to working groups with steering members.

g. Preparation and Transmission of Papers. - IFIS projects shall normally be prepared in the form of a report to the Director. Reports shall be correlated by the individual or steering member of a working group assigned basic responsibility, and submitted to IFIS for action. Reports shall then be transmitted by the Chairman to the Director, with copies for transmission to the Consultants for their information.

h. Progress Reports. - IFIS shall prepare quarterly progress reports to the Director, with copies for transmission to the Consultants for their information.

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